

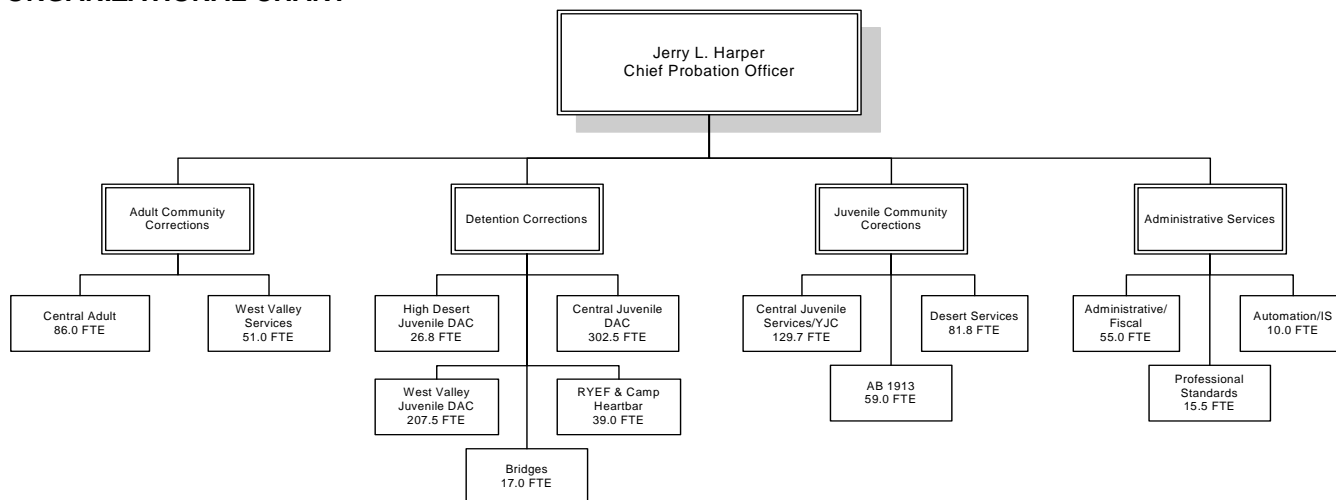
PROBATION

Jerry L. Harper

MISSION STATEMENT

To protect the community through assessment, treatment and control of adult and juvenile offenders by providing a range of effective services based on legal requirements and recognized professional standards.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

2004-05

	Operating Exp/ Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Admin & Community Corrections	33,591,048	21,600,878	11,990,170		424.0
Court-Ordered Placements	5,382,883	-	5,382,883		-
Detention Corrections Bureau	43,304,971	13,294,339	30,010,632		598.8
AB 1913 Special Revenue	10,950,910	5,544,314		5,406,596	59.0
TOTAL	93,229,812	40,439,531	47,383,685	5,406,596	1,081.8

Administration and Community Corrections

DESCRIPTION OF MAJOR SERVICES

The Community Corrections Bureau provides adult and juvenile probationer investigation and case management services. As the primary public safety arm for probation, the Bureau focuses on providing efficient and cost-effective strategies, thereby promoting safe and vibrant communities to maximize the quality of life for all residents in San Bernardino County.

Probation Administration is responsible for overall management efforts of the department. To ensure safe field services and institutions, administration focuses on leadership with integrity and satisfaction of customers and staff.



BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	32,210,164	33,879,650	32,721,312	33,591,048
Departmental Revenue	21,949,340	20,846,422	20,698,233	21,600,878
Local Cost	10,260,824	13,033,228	12,023,079	11,990,170
Budgeted Staffing		458.6		424.0

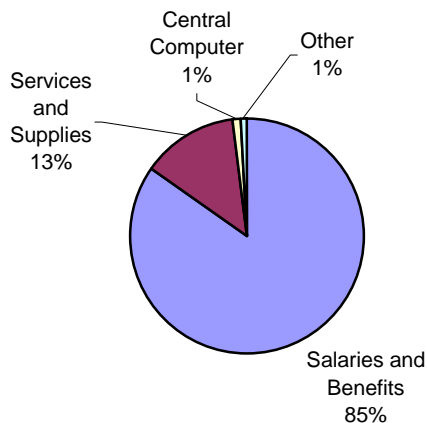
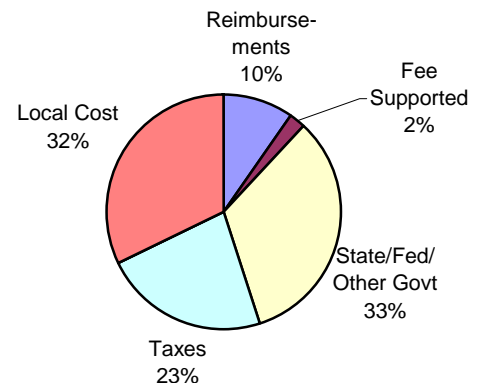
Workload Indicators

Adult Services:

Supervision (avg)	17,787	20,000	19,000	20,000
Investigations (avg)	12,197	14,000	13,900	14,500
Electronic Monitoring (avg)	58	75	60	75

Juvenile Services:

Supervision (avg)	3,265	3,700	3,200	3,300
Investigations (avg)	2,772	3,000	2,950	3,100
Intake/Community Services Team	9,691	7,800	9,150	9,200

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY**2004-05 BREAKDOWN BY FINANCING SOURCE**

GROUP: Law & Justice
DEPARTMENT: Prob - Admin
FUND: General

BUDGET UNIT: AAA PRB
FUNCTION: Public Protection
ACTIVITY: Detention & Corrections

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	29,839,000	30,835,960	1,909,163	-	(1,108,559)	31,636,564	(968,985)	30,667,579
Services and Supplies	4,588,619	5,007,920	421,428	-	(169,422)	5,259,926	(457,237)	4,802,689
Central Computer	311,159	311,159	99,979	-	-	411,138	-	411,138
Other Charges	64,941	74,500	-	-	-	74,500	255,400	329,900
Vehicles	-	28,600	-	-	-	28,600	(28,600)	-
Transfers	944,700	973,165	-	-	-	973,165	(28,051)	945,114
Total Exp Authority	35,748,419	37,231,304	2,430,570	-	(1,277,981)	38,383,893	(1,227,473)	37,156,420
Reimbursements	(3,301,107)	(3,351,654)	-	-	-	(3,351,654)	(213,718)	(3,565,372)
Total Appropriation	32,447,312	33,879,650	2,430,570	-	(1,277,981)	35,032,239	(1,441,191)	33,591,048
Oper Trans Out	274,000	-	-	-	-	-	-	-
Total Requirements	32,721,312	33,879,650	2,430,570	-	(1,277,981)	35,032,239	(1,441,191)	33,591,048
Departmental Revenue								
Taxes	7,432,570	7,432,570	981,250	-	-	8,413,820	-	8,413,820
State, Fed or Gov't Aid	12,147,950	12,194,705	-	-	-	12,194,705	104,166	12,298,871
Current Services	1,112,405	1,217,147	-	-	-	1,217,147	(330,960)	886,187
Other Revenue	5,308	2,000	-	-	-	2,000	-	2,000
Total Revenue	20,698,233	20,846,422	981,250	-	-	21,827,672	(226,794)	21,600,878
Local Cost	12,023,079	13,033,228	1,449,320	-	(1,277,981)	13,204,567	(1,214,397)	11,990,170
Budgeted Staffing		458.6	-	-	(13.0)	445.6	(21.6)	424.0

DEPARTMENT: Prob - Admin
FUND: General
BUDGET UNIT: AAA PRB

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	458.6	33,879,650	20,846,422	13,033,228
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	1,920,163	-	1,920,163
Internal Service Fund Adjustments	-	470,015	-	470,015
Prop 172	-	-	981,250	(981,250)
Other Required Adjustments	-	40,392	-	40,392
Subtotal	-	2,430,570	981,250	1,449,320
Board Approved Adjustments During 2003-04				
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	(13.0)	(1,277,981)	-	(1,277,981)
TOTAL BASE BUDGET	445.6	35,032,239	21,827,672	13,204,567
Department Recommended Funded Adjustments	(21.6)	(1,441,191)	(226,794)	(1,214,397)
TOTAL 2004-05 PROPOSED BUDGET	424.0	33,591,048	21,600,878	11,990,170



SCHEDULE B

DEPARTMENT: Prob - Admin
FUND: General
BUDGET UNIT: AAA PRB

IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Staffing reductions	(13.0)	(1,277,981)	-	(1,277,981)
Cuts to training and recruitment (4.0 FTE - \$392,825), adult on-site unit (3.0 FTE - \$280,308), and other probation officers (6.0 FTE - \$604,848). Loss of training/recruitment positions, in light of turnover and the opening of another juvenile facility, may expose the county to negative ramifications and liability related to inadequate training or background checks. Loss of the adult on-site unit will extend court proceedings by three to four weeks per case because the courts will not have the convenience of receiving a sentencing recommendation the same day as a guilty plea. One position (\$90,244) is currently vacant in professional standards. The other 12 positions are filled (\$1,018,315). See policy item #3 for restoration of training and recruitment, and #5 for restoration of the adult on-site unit.				
Total	(13.0)	(1,277,981)	-	(1,277,981)

SCHEDULE C

DEPARTMENT: Prob - Admin
FUND: General
BUDGET UNIT: AAA PRB

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Transfer staff from institutions (PRN)	7.0	597,470	-	597,470
Training and aftercare responsibilities will be coordinated by administration (PRB). Transfer 7.0 FTE including 1.0 probation custody specialist II, 2.0 probation custody specialist I, and 4.0 probation officer II.				
2. Reductions in Adult Case Management/Supervision	(14.0)	(1,713,166)	(148,713)	(1,564,453)
The department believes that continued investment in the lives of juvenile offenders and other at-risk youth will help the county avoid other costs related to destabilized families, criminal behavior, substance abuse, and family violence. For these reasons, staff recommends reducing the Adult Case Management program to salvage juvenile services. Eliminate 2.0 FTE probation officer III and 12.0 FTE probation officer II positions. All 14.0 positions are currently filled. Reduce adult supervision fee revenue accordingly. The adjustment enables the transfer of \$1,211,859 in local cost to institutions to help offset the impact of the TANF reduction. The balance of this reduction partially offsets the transfer of training and aftercare responsibilities to this budget unit.				
3. Delete unfunded grants	(21.0)	(1,594,775)	(1,610,736)	15,961
The adverse economy has affected many agencies, resulting in the deletion or partial funding of various department grants, including: 1) State: PASSAGES adult grant deleted (eliminate 2.0 probation officer II positions); 2) Federal: COPS juvenile grant deleted (eliminate 9.0 probation officer II positions--schools in the Bear Valley/Rim districts and Ontario/Montclair district were able to fund these positions); 3) Federal: IMPACT/Night Light juvenile grant decreased (eliminate 1.0 supervising probation officer, 4.0 probation officer II, and 1.0 clerk II--leaving 1.0 probation officer II position); 4) PROP 36 at same funding level, but inadequate to fund existing positions (eliminate 3.0 probation officer III and 3.0 probation officer II positions, and redirect to other 1000 series costs; 5) JALBG grant decreased; and 6) Federal: SB 933 decreased.				
4. Increase worker's compensation charges by deleting positions.	(3.0)	6,920	-	6,920
Add mandated worker's compensation surcharge of \$322,979, not included in local cost target. Requires deletion of 3.0 supervising probation officer positions (\$322,979) from Adult Case Management/Supervision to maintain funding level. These 3.0 positions are currently filled.				
5. Revise Title IV-E revenue forecast	10.0	1,714,902	1,714,902	-
Federal Title IV-E revenue is based on both family maintenance (permanency) and family reunification efforts, to reduce the number of children in out-of-home care and the length of time of these placements. Claims reimburse costs for case management activities by probation officers and probation corrections officers to the juvenile population. Reimbursement for services has increased over the last few years, and is now being recorded more accurately. To maximize reimbursements, this action allocates the revenue to add 0.5 transcriber typist II, 0.7 PSE, 0.8 extra help probation officer II, 1.0 FTE for overtime, 1.0 business application manager (transfer from AB 1913 grant) and 6.0 probation officer II positions--otherwise deleted due to state budget impact.				
6. Adjust various 5000 series appropriations/reimbursements	(0.6)	(4,968)	-	(4,968)
Transfers Out - net decrease of (\$28,051), resulting from an increase to EHAP (\$3,852); increase in rents (\$25,519); increase sheriff/court notices (\$3,116); and decrease in HSS admin support (\$60,538). Transfer In - net increase of \$213,718 in reimbursements, due to increase to ILSP (\$205,648); increase TAD/AFDC (\$28,810); increase Fout Springs (\$30,128); decrease LLEBG (\$20,268) with 0.6 position; and decrease administrative overhead (\$30,600) to sheriff for pre-trial detention.				
7. Risk management liability adjustments	-	(247,334)	-	(247,334)
Adjust target increases for risk management liabilities, to distribute appropriately among funds. This change accommodates a transfer of \$244,876 to PRN, and eliminates \$2,538 that belongs with the sheriff for pre-trial detention.				
8. Adjust revenue to reflect AB 3000 changes	-	(200,240)	(200,240)	-
AB3000 was passed by the legislature in 2001, and became effective in January 2003. This legislation reprioritized the distribution of fines to insure that victims are paid first, followed by the state, and lastly county probation. The resulting projected loss of income is \$200,240.				
9. Adjust various other revenues	-	-	17,993	(17,993)
Adjustments to reflect actuals.				
Total	(21.6)	(1,441,191)	(226,794)	(1,214,397)



SCHEDULE D

DEPARTMENT: Prob - Admin
 FUND: General
 BUDGET UNIT: AAA PRB

POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1	Restore Adult Case Management/Supervision staff Reducing Adult Supervision, both to transfer local cost to institutions and to increase worker's compensation charges to accommodate a mandatory surcharge, will force adult caseloads to an average of 700:1--an unimaginable level considering 95% of the approximate 18,000 probationers in San Bernardino County have felony convictions! These caseloads will reduce the probation officer function to mere report writing, leaving a little over 17,000 felons in the County basically free from supervision. Felony interactions will consist of telephone or mail contacts to collect information to produce required reports for the court. The lack of supervision will likely result in negative consequences, ultimately putting a strain on the county jail population. Offenders convicted of child molestation or domestic violence may not be monitored effectively, leaving room for them to continue their activities unchecked. An additional impact of the unmanageable caseload size will be employee stress resulting in increased sick leave usage and worker's compensation claims. The Department requests allocation of one-time Prop 172 excess funds from prior years to mitigate this program cut for FY 2004-05 and negate the need for 17 layoffs.	17.0	1,559,461	1,273,713	285,748
2	Create Adult Sex Offender Unit Sex offenders on probation represent one of the highest threats to public safety and potential for victimization of any group on supervised release. Sex offenders are typically repeat offenders and have a high rate of recidivism. One study indicated that 153 child molesters accounted for 22,981 victims. These predators are among the most dangerous and difficult to supervise because of the hidden nature of their crimes and the reluctance of their victims to report the crime. Current adult caseloads provide little protection against the recidivism of sex offenders due to average adult caseloads of 345:1, where average face-to-face contact occurs once every three to six months. Due to the secretive, manipulative and convincing nature of these felons, they are often able to keep their activities covert. Therefore, probation officers with specialized training are necessary to effectively maintain the safety of the public. The most serious sex offenders are required to register with local law enforcement, and there are approximately 400 such registered offenders that are on probation in San Bernardino County. The activities of a sex offender unit would include regular home visits, home searches, computer searches, and counseling/therapy attendance enforcement. Add 1.0 supervising probation officer (\$104,262) and 5.0 probation officer III (\$451,220). Total staffing cost is \$555,482; \$100,000 for five (5) mid-size vehicles; and \$61,000 for services and supplies.	6.0	716,482	-	716,482
3	Restore Training and Recruitment Positions Despite constant turnover and the opening of another juvenile facility, training and recruitment positions were eliminated. Due to negative ramifications and liability related to inadequate training or background checks, the Department is requesting restoration of 1.0 supervising probation officer, 1.0 probation officer III, 1.0 probation custody specialist I, and 1.0 background investigator.	4.0	392,825	-	392,825
4	Backfill Loss of Income Related to AB3000 AB3000 was adopted by the legislature in 2001, and became effective January 2003. This measure reprioritized the distribution of fines to allow the victim of a crime to be paid first, followed by the state, and lastly the county probation department. As a result, the department is requesting additional local cost for the adult corrections bureau to offset the projected loss of income for FY 2004-05 in the amount of \$200,240. Backfill would include \$134,520 for salaries and benefits in adult supervision and \$70,200 in services and supplies. Without this funding, the Department is further impacted in adult supervision and investigation of felons and other serious offenders that live in San Bernardino County.	-	200,240	-	200,240
5	Restore Adult On-Site Unit Staff The adult on-site unit prepares investigations for approximately 450 cases per year, each upon entry of a guilty plea by the defendant. This allows a sentencing recommendation to be given the same day as the plea, thus saving three to four weeks of court time. This convenience to the courts and these cases will be handled following normal procedure if not restored. Restore 3.0 probation officer II positions.	3.0	280,308	-	280,308
Total		30.0	3,149,316	1,273,713	1,875,603

SCHEDULE E

DEPARTMENT: Prob - Admin
 FUND: General
 BUDGET UNIT: AAA PRB

FEE REQUEST SUMMARY

Brief Description of Fee Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
Increase adult investigation fee Actual costs for the investigation process have increased since last assessed. Since the courts charge based on ability to pay, a small percentage of revenue is received. The proposed adjustment would increase the fee in superior court from \$467 to \$505.		10,005	10,005	-
Total	-	10,005	10,005	-

